

MHQ-2024  
25 February 1982

MEMORANDUM FOR: Chief, Abidjan Bureau, FBIS

FROM:

[Redacted]  
Deputy Chief, Administrative Staff, FBIS

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SUBJECT: Safety and Health Survey at Abidjan Bureau

1. The Subject survey, conducted on 28 January 1982, resulted in several recommendations (attached) designed to improve the bureau's safety and health procedures.

2. The Office of Security Safety Group requests that they be advised within 60 days of the actions taken by the bureau on each recommendation. Please submit your reply to FBIS Admin Staff by 16 April 1982 and we will forward to the Safety Group. We understand that you were provided a copy of these recommendations at the time of the survey.

3. The Safety Group representative who conducted the survey expresses her appreciation to you and the bureau personnel who assisted her during the survey.

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Attachment:  
As stated

DDS&T/FBIS/ADMIN, [Redacted] (26Feb82)

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Distribution:

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ADMINISTRATIVE -- INTERNAL USE ONLY

ABIDJAN BUREAU  
SAFETY AND HEALTH SURVEY  
28 January 1982

A. Fire Protection

1. Lobby

- a. Mount the carbon dioxide extinguisher.
- b. The fire extinguisher must be tagged and inspected annually.
- c. Discharge completely and discard the small carbon dioxide extinguisher.

2. Center Room

Repair or replace the right light bulb to the emergency light.

3. Provide water fire extinguishers, one each, for the two second floor quarters.

4. Provide an emergency light for the second floor quarters.

5. Provide a fire ladder or other descent device to the second floor quarters which will be an alternate exit to the one ornamental staircase.

6. Provide an emergency light for the stairs leading from the basement.

7. Remove items stored under the stairwell to another area for storage.

8. Generator Building - replace the 1-1/2 lb. dry chemical extinguisher with a 15 lb. carbon dioxide extinguisher.

B. Electrical

1. Ground the 220 volt receptacles throughout the building.

2. Discourage the use of multiple receptacle adaptors such as found in the Bureau Chief's Office, the tech shop and the Administrative Assistant's Office.

3. Discourage the use of extension cords such as found in the tech shop and Administrative Assistant's Office.

4. Kitchen - 220 volt receptacles have ground, but the ground is bypassed by adaptors or improper plugs. Discontinue the use of the adaptors and use the correct plugs.

5. Lobby

a. Resecure the receptacle box to the wall. The receptacle powers the photocopy machine.

b. Repair the cord at the plug to the photocopy machine.

6. Room - Key No. 28

a. Resecure the receptacle box to the wall right of the air conditioner.

b. Resecure the light switch to the wall left of the cork board.

7. Center Room

a. Resecure the receptacle box to the wall to the right of the Chief's desk.

b. Insure that all receptacles are well seated in the channeling and that extension cords are not used to power equipment.

8. Second Floor

a. Install a cover on the junction box between the closets in the rear corridor.

b. Install a cover on the power panel located in closets 55 and 56 in the rear corridor.

9. Keep the cover on the automatic transfer switch located in the room containing the washer and dryer on the first floor.

C. Miscellaneous

Install nonskid toe strips on the treads of the stairs to the basement.